

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE 1 OF 1 PAGES
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 21/Jun/2001	4. REQUISITION/PURCHASE REQ. NO. See Schedule	5. PROJECT NO. (If applicable)	
6. ISSUED BY HQ AMC/DOYR 402 Scott Dr., Unit 3A1 Scott AFB, IL 62225-5302  Gina K. Lee (618) 229-4454	CODE FA4428	7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X)	9A. AMENDMENT OF SOLICITATION NO. F11626-01-R-0017	
		X	9B. DATED (SEE ITEM 11) 07/Jun/2001	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If required) CODE F25700  
N/A

### 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc). SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

- A. The purpose of this amendment is to update information in the cover letter, issue an SF1449 with Block 6 completed, answer vendor questions received through COB, 20 Jun 01, and make changes to the Statement of Need (SON) resulting from the questions.
- B. Delete the current cover letter, SF1449 and pages 2 of 14 of the Baltimore-Washington SON (Atch 1) and 2 of 14 of the Charleston SON (Atch 3) and replace with the attached revised cover letter, SF1449 and pages 2 of 14 for Attachments 1 and 3.
- C. Vendor questions and answers (Q-1 through Q-5) are attached.

NOTE: All changes, with the exception of administrative changes (ie: page and paragraph renumbering) are marked with a black line in the right hand column.  
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF SIGNER (Type or print)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR MOBILITY COMMAND (AMC)

21 Jun 01

MEMORANDUM FOR PROSPECTIVE OFFERORS

FROM: HQ AMC/DOYR  
402 Scott Drive, Unit 3A1  
Scott AFB IL 62225-5302

SUBJECT: Solicitation F11626-00-R-0017, Commercial Gateway Services at Baltimore and Charleston

1. The purpose of this letter is to highlight areas of subject solicitation as follows:
  - a. This solicitation is set-aside for small business.
  - b. The performance period for this solicitation is a base year, beginning 1 Oct 01, plus four option years.
  - c. Site visits and preproposal conferences are scheduled for 1300 on 24 Jun 01 at the AMC counter in the International Pier in Baltimore and 1300 on 25 Jun 01 at the AMC counter in Terminal 2 in Charleston. Please notify the Contracting Officer of your intent to attend the pre-proposal conference by noon, Friday, 22 Jun 01 via phone, fax or email listed in paragraph 2 below.
  - d. A post award conference will be held after contract award and prior to commencement of any work under this contract. The contractor's authorized representative shall attend the conference. Exact date, time, and location will be provided in writing by the Contracting Officer at least 7 days prior to the conference.
  - e. Submit any questions you have concerning this solicitation as early as possible to allow sufficient time to research and provide answers prior to the 9 Jul 01 closing date.
2. Submit your offer via express mail service to HQ AMC/DOYR, Attn: Joyce Pavlak, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302. Offers are due no later than 1200 local time, 9 Jul 01. Any questions regarding this solicitation should be sent to the above address or electronically to [contracts.doyr@scott.af.mil](mailto:contracts.doyr@scott.af.mil). Our office phone number is 618-229-4454 and the fax is 618-256-8316.

A handwritten signature in cursive script, reading "Gina Lee", is positioned above the typed name and title.

GINA LEE  
Contracting Officer

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**  
**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NUMBER  
**See Schedule**  
 PAGE 1 OF  
**27**

2. CONTRACT NO.  
 3. AWARD/EFFECTIVE DATE  
 4. ORDER NUMBER  
 5. SOLICITATION NUMBER  
**F11626-01-R-0017**  
 6. SOLICITATION ISSUE DATE  
**07/Jun/2001**

7. FOR SOLICITATION INFORMATION CALL:  
 a. NAME  
**Joyce Pavlak**  
 b. TELEPHONE NUMBER (No collect calls)  
**(618) 229-4454**  
 8. OFFER DUE DATE/LOCAL TIME  
**9 Jul 01/1200 local**

9. ISSUED BY  
**HQ AMC/DOYR**  
**402 Scott Dr., Unit 3A1**  
**Scott AFB, IL 62225-5302**  
 CODE **FA4428**  
 10. THIS ACQUISITION IS  
☐ UNRESTRICTED  
☒ SET ASIDE: **100** % FOR  
☒ SMALL BUSINESS  
☐ SMALL DISAV. BUSINESS  
☐ 8(A)  
 SIC: **488119**  
 SIZE STANDARD: \$5,000,000.00  
 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  
☒ SEE SCHEDULE  
☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  
 12. DISCOUNT TERMS  
 13b. RATING  
 14. METHOD OF SOLICITATION  
☐ RFQ ☐ IFB ☒ RFP

15. DELIVER TO  
 CODE  
 16. ADMINISTERED BY  
**HQ AMC/DOYR**  
**402 Scott Dr., Unit 3A1**  
**Scott AFB, IL 62225-5302**  
 CODE **FA4428**

17a. CONTRACTOR/OFFEROR  
 CODE  
 FACILITY CODE  
 18a. PAYMENT WILL BE MADE BY  
**DFAS-OM/FPE**  
**ATTN: VENDOR PAYMENTS**  
**P. O. BOX 7020**  
**BELLEVUE, NE 68005-1920**  
 CODE **F25700**

TELEPHONE NO.  
☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER  
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED  
☒ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>SEE CONTINUATION OF SF1449</b>				
	(Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA  
 26. TOTAL AWARD AMOUNT (For Govt. Use Only)

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED  
☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR IS ATTACHED. ADDENDA ☐ ARE ☒ ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN \_\_\_\_\_ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.  
☐ 29. AWARD OF CONTRACT: REFERENCE \_\_\_\_\_ OFFER  
☐ DATED \_\_\_\_\_ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR  
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER  
 30c. DATE SIGNED  
 31b. NAME OF CONTRACTING OFFICER  
 31c. DATE SIGNED

32a. QUANTITY IN COLUMN 21 HAS BEEN  
☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED  
 33. SHIP NUMBER  
☐ PARTIAL ☐ FINAL  
 34. VOUCHER NUMBER  
 35. AMOUNT VERIFIED CORRECT FOR  
 36. PAYMENT  
☐ COMPLETE ☐ PARTIAL ☐ FINAL  
 37. CHECK NUMBER  
 38. S/R ACCOUNT NUMBER  
 39. S/R VOUCHER NUMBER  
 40. PAID BY  
 41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT  
 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER  
 41c. DATE  
 42a. RECEIVED BY (Print)  
 42b. RECEIVED AT (Location)  
 42c. DATE REC'D (YY/MM/DD)  
 42d. TOTAL CONTAINERS

1.1.3. The contractor shall provide the following pass and identification items for all employees: applicable Federal Aviation Administration (FAA) and Department of Airport (DOA) identification badge(s) (to include; US Customs, US Agricultural, US Immigration, Terminal and Ramp access), and company identification badge. Employees shall wear badges at all times.

1.1.4. Contractor employees will be knowledgeable of hazardous materials/dangerous goods that are acceptable/unacceptable to be carried by passengers for personal use, carry-on baggage, and in checked baggage as specified in AMCI 24-101, Volume 15.

1.1.4.1. Passenger agents shall ask each passenger (or sponsor) if they have any items or material that might be considered hazardous. Agents shall also be alert for luggage, parcels, boxes, or containers that may be questionable. Agents shall question passengers on the actual contents of all questionable items. The contract manager/alternate shall be notified of all questionable items. The manager/agent shall follow established airport/FAA procedures.

1.1.4.2. Employee training will meet requirements of IATA, Dangerous Goods Regulations, paragraph 1.5 and Title 49 CFR, Subpart H.

1.1.4.3. Individuals not completing training shall be under the supervision of a trained passenger agent. Training frequency shall comply with Federal Aviation Regulation 121.433a.

1.1.5. Hours of Operation. The contractor shall perform the services required under this contract during the following hours: Passenger Processing Counters, staffed and operational at least six (6) hours prior to scheduled aircraft departure, two (2) hours prior to aircraft arrival, and one (1) hour after all actual aircraft departures. The Military Assistance Counter (MAC), staffed and operational, 0800-1600 Monday through Sunday. Data Records and Reports and Funds Handling, 0800-1600 Monday through Sunday. Baggage Services, staffed and operational, 0800-1600 Monday through Sunday, and one (1) hour after all arriving passengers have departed the baggage claim area. Departure Gate, staffed and operational 1 hour prior to aircraft departure, and as required after aircraft departure. The contractor shall staff and operate all gateway services within one (1) hour of notification for unscheduled aircraft arrivals to meet mission and customer requirements. The contractor shall provide customers flight information 24 hours a day to include but not limited to arrival/departure times, space available passenger sign-up/roll call times, and hours of operation (by means of telephone, person, Flight Information Display System (FIDS), AMC Gram, or other).

1.1.6. Emergency or Special Events Services. Contractor services may be required during an emergency or for special events.

1.1.7. Performance of Services During Crisis Declared by the National Command Authority. The contractor shall continue to perform services as specified in this SON or as directed by the contracting officer for the duration of the crisis.

1.1.7.1. The contractor shall render all assistance, as specified by the CO, to deployed/augmentation forces as required for contingency situations. In the event of contingencies or during other periods that may warrant, AMC reserves the right to insert any necessary personnel to augment contractor operations. AMC augmentees will be responsible for the workload that is not

1.1.2.2. The contractor shall be uniformed in light blue shirt and dark blue slacks/skirts.

1.1.3. The contractor shall provide the following pass and identification items for all employees: applicable Federal Aviation Administration (FAA) and Department of Airport (DOA) identification badge(s) (to include; US Customs, US Agricultural, US Immigration, Terminal and Ramp access), and company identification badge. Employees shall wear badges at all times.

1.1.4. The contractor shall obtain pass and identification access to Charleston Air Force Base (i.e. Finance Office and DRMO).

1.1.5. Contractor employees will be knowledgeable of hazardous materials/dangerous goods that are acceptable/unacceptable to be carried by passengers for personal use, carry-on baggage, and in checked baggage as specified in AMCI 24-101, Volume 15.

1.1.5.1. Passenger agents shall ask each passenger (or sponsor) if they have any items or material that might be considered hazardous. Agents shall also be alert for luggage, parcels, boxes, or containers that may be questionable. Agents shall question passengers on the actual contents of all questionable items. The contract manager/alternate shall be notified of all questionable items. The manager/agent shall follow established airport/FAA procedures.

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**1.1.7. Emergency or Special Events Services.** Contractor services may be required during an emergency or for special events.

**QUESTIONS AND ANSWERS  
SOLICITATION F11626-01-R-0017  
GATEWAY SERVICES AT BALTIMORE-WASHINGTON IAP, BALTIMORE, MD &  
CHARLESTON IAP, CHARLESTON, SOUTH CAROLINA**

Q-1. We do not qualify as a small business under the current standard of \$5M. Is an increase in the size standard a consideration that might allow more small businesses to offer?

A-1. The size standard is set on an industry-by-industry basis by the Small Business Administration. The Contracting Officer has no authority to change it.

Q-2. What are the last two award fee amounts or percentages for Charleston and Baltimore?

A-2. The available amount for the Charleston Gateway was \$7500 for each period. The contractor earned \$7500.00 (100%) for the period 1 Apr 00 through 30 Sep 00 and \$7125.00 (95%) for the period 1 Oct 00 through 31 Mar 01. The available amount for the Baltimore Gateway was \$26,346.50 for each period. The contractor earned \$25,029.17 (95%) for the period 1 Apr 00 through 30 Sep 00 and \$24,502.25 (93%) for the period 1 Oct 00 through 31 Mar 01.

Q-3. For domestic flights – will the contractor be required to staff and operate the processing counter six hours prior to the scheduled departure?

A-3. All flights are considered international flights. Passenger processing counters shall be staffed and operational at least six hours prior to all scheduled aircraft departures.

Q-4. Are there specific times that the government wants the Military Assistance Counter staffed or is that something you want the contractor to identify in our proposal?

A-4. The Military Assistance Counter shall be staffed and operational from 0800-1600 Monday through Sunday. (See revision to paragraphs 1.1.5. (Atch 1) and 1.1.6. (Atch 3) Hours of Operation).

Q-5. Is there a specific format that the government would like us to put our proposal in?

A-5. No specific format. Just ensure you include your prices on the B-pages (Optional Form 336, pages 3, 4, and 5 of 27).